The data policy of the University of Turku

Principles and policies
Action plan

RDA and Finland – exploring open data opportunities
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WHAT IS RESEARCH DATA?

The data policy of the University concerns digital data, which can include measurements, statistics, digital images, recordings, transcriptions of interviews, survey data or observations based on fieldwork.

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UTU DATA POLICY IN A NUTSHELL

- Starting points for openness of data and data management

- Responsibilities of each member of university community

- Legal and ethical issues that have to be taken into account

- The University maintains a functional data management infrastructure

- The University will provide training and support

- The University community is informed about data management and the media visibility of our data is followed.

- University follows the realisation of data policy

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THE SECTIONS OF THE DATA POLICY ACTION PLAN

1. Clearing and surveying
2. Organizing and sharing responsibility
3. Data infrastructure
4. Introducing and teaching
5. Instructions and decisions
6. Communication
7. Follow-up and update

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1. CLEARING AND SURVEYING

Principles and policies

1. Producing open research data is part of achieving academic merit.

2. Research data attached to published research results is principally available for shared use and open.

Actions

- We will find out what kind of reward practices has been applied to evaluate academic crediting. The opening of research data will be credited in a way that is suitable for the University of Turku.

- We will analyse the existing research data in the University and how it is stored in different disciplines.

- We will analyse how much researchers are using data produces by other researchers

- When a researcher is in employment relationship with the University, we will solve, how the licence to use the collected data could automatically be assigned to the University.

- How are the ownership and user rights handled, when research is funded by grant?

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2. ORGANIZING AND SHARING RESPONSIBILITY

Principles and policies

2. Research data attached to published research results is principally available for shared use and open.

2.1 The discoverability and citability of research data must be ensured. The metadata and file storage of research data must be easily reachable.

2.2 According to good scientific practice and legislation, the attribution of authorship must be followed when using research data, and the University of Turku must be indicated as the source of such data.

2.3 A fee may be charged for datasets processed for the use of business and society.

Actions

- We will establish a network for data services

- We will plan and organize research data management consulting services

- We will agree upon the roles and responsibilities in the Network of Data Services.

- We will create a process, which enables to identify possible business opportunities for using research data.

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3. DATA INFRASTRUCTURE

Principles and policies

8. The University provides researchers and research groups with a research data management infrastructure that includes tools and services for supporting the production, use, and sharing of data as well as with the capacity for storage, computing and processing.

8.1. The data infrastructure is built and developed together with national and international parties, taking into account the services and infrastructures that they offer.

8.2. The University's instructions on procurements have to be taken into account when acquiring procurements related to data infrastructure.

Actions

- We will evaluate the state of our present data infrastructure (services, processes and practices) and describe the desired target state.
- We will recommend trustworthy national and international sites and repositories.
- We will choose a metadata repository (e.g. Etsin) and plan the process for collecting descriptive information about research data.
- Research data will be linked to CRIS..
- Data Management Plans will be made by DMPTuuli..
- We will launch the international ORCID researcher-ID
- Centralised procurement of data infrastructure between
- We will take care of data security

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4. INTRODUCING AND TEACHING

Policies and principles

3. The data management plan must cover the essential information, such as the collection and processing of data, ownership and rights of use, (long-term) storage and preservation, re-use and publishing, planned disposal and particularly the associated resource needs.

3.1 The metadata of the research data must always contain the owner of the data and any legal restrictions on its use.

3.2 The processing and preservation of personal data and other sensitive material must be taken into account in data management plans.

4. The creator's right to the primary use of research data is taken into account when opening data.

6. In the management and opening of research data, everyone at the University must

6.1 comply with legislation, good scientific practice, ethical research guidelines, good data management practice, and the University's instructions and regulations.

6.2 ensure the protection of confidential information, data security as well as the privacy protection of their own data.

7. Support is offered for researchers and research groups for identifying and solving legal and ethical issues related to research data.

7.1 The premise is that the University has at least the rights of use related to research data. However, the rights of use to the data have to be clarified in each case.

7.2 The principal investigators are responsible for concluding contracts on the ownership and user rights of research data at the earliest possible stage, and, where applicable, before the beginning of the research project.

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4. INTRODUCING AND TEACHING

Policies and principles

9. Research data management is incorporated into the orientation of researchers.

9.1 Faculties, departments and principal investigators are responsible for familiarising students and research staff with good data management practices.

10. Researchers are provided with training and support in creating data management plans and in data management throughout the research life cycle.

10.1 Training is offered both as part of studies and as staff training.

Actions

- We will plan and organize the training of trainers
- We will plan and produce education and training materials and integrate data management know-how as part of core and postgraduate studies and as part of the training of research and teaching staff.
- We will implement advanced, discipline-specific training together with UTUGS.
- When opening data, we will solve the ownership and user rights of research data together with lawyers and researchers

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5. INSTRUCTIONS AND DECISIONS

Policies and principles

5. The commercial utilization of research data and results and the related protection of rights is taken into account when implementing the principles of open science. The openness of data can be limited but only for justified reasons.

Actions

- We will create a process, when there's need to restrict the openness of data (e.g. embargo and release in waves)
- We will decide the principles of pricing for research data and how to compensate to authors and faculties.
- We will recommend CC BY 4.0 licence
- We will update instructions for data security and will document processing methods and classifications of different data types.
- We will solve, how the rights of research data can be assigned to the University as part of the contract of employment.
- We will produce data management guides for different disciplines.

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10. COMMUNICATION

Policies and principles

11. The University community is informed about data management and the media visibility of our data is followed.

Actions

- Communications Unit will assist in communicating the realisation of action plan.
- Communications Unit will inform on major research data disclosures.

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7. FOLLOW-UP AND UPDATE

Policies and principles

12. The realisation of the data policy is followed with indicators and, if necessary, the data policy and its implementation are developed.

Actions

- We will follow, that all the actions will be launched and are proceeding.
- We will participate in national development work and utilize its results.
- We will follow that the data policy meets international claims.
- Research advisory board will handle and evaluate the realisation of research data policy twice a year. Policy will be renewed if necessary.

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